

UNITED STATES GOVERNMENT

# Memorandum

TO : Mr. Jenkins

DATE: 10-22-75

FROM : J. J. McDermott

SUBJECT: ~~"DO NOT FILE" MEMORANDA~~ Blue Memoranda  
~~TESTIMONY CONCERNING~~  
Pink Memoranda,

Assoc. Dir. \_\_\_\_\_  
Dep. AD Adm. \_\_\_\_\_  
Dep. AD Inv. \_\_\_\_\_  
Asst. Dir.:  
Admin. \_\_\_\_\_  
Comp. Syst. \_\_\_\_\_  
Ext. Affairs \_\_\_\_\_  
Files & Com. \_\_\_\_\_  
Gen. Inv. \_\_\_\_\_  
Ident. \_\_\_\_\_  
Inspection \_\_\_\_\_  
Intell. \_\_\_\_\_  
Laboratory \_\_\_\_\_  
Plan. & Eval. \_\_\_\_\_  
Spec. Inv. \_\_\_\_\_  
Training \_\_\_\_\_  
Legal Coun. \_\_\_\_\_  
Telephone Rm. \_\_\_\_\_  
Director Sec'y \_\_\_\_\_

As you are aware, I am scheduled to testify before the House Subcommittee on Government Information and Individual Rights of the House Committee on Government Operations on 10-28-75 at 10 a. m. In her letter to Director Kelley of 10-17-75, Chairwoman Bella S. Abzug made specific and detailed inquiry concerning the "Do Not File" system of memoranda preparation.

As best can now be determined, the "Do Not File" memoranda system originated in 1941 or earlier with the full approval of Director Hoover and the Executives Conference as a means of preventing official files being cluttered up with documents of only temporary value. Originally, a color-code system was used whereby pink or blue paper was used so that this type of document would be more readily identified. This practice continued until 1950 when instructions concerning the preparation of "Do Not File" memoranda were removed from the Bureau Supervisors Manual. Since that time, to a greater or lesser degree, personal notes or informal memoranda have been transmitted among Bureau officials which were never intended by the author for permanent retention in our filing system. These occasionally also were labeled "Do Not File."

In light of the foregoing, the following request of Chairwoman Abzug has been received:

"Please set forth the past and present physical location of each such "Do Not File" file, whether or not presently in the possession of the FBI, a description of the past and present contents of each, a list of all individuals who have had or controlled access to and distribution from these files."

- 1 - Mr. Jenkins
- 1 - Mr. Adams
- 1 - Mr. Callahan
- 1 - Each Assistant Director

JJMCD:bpr  
(18)

57 OCT 31 1975

CONTINUED - OVER

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 3/29/83 BY SP-4 ECU/ma

Handled by Special File Room  
10-31-75 PAB/ps

3-  
7-  
1-  
8-17404-1  
UNRECORDED COPY FILED IN 66-17404-1

1 Xerox p. 1 to SA Grant Harmon  
9/8/77 43

*Filed* 10/31/77

RECEIVED

RECEIVED-DIRECTOR  
FBI OCT 22 2 25 PM '75

RECEIVED

OCT 23 9 18 AM '75

OCT 22 2 35 PM '75

ASSOCIATE DIRECTOR

ASSOCIATE DIRECTOR

[Faint, mostly illegible typed text]

[Faint, mostly illegible typed text]

[Faint, mostly illegible typed text]

[Faint, mostly illegible typed text]

OCT 23 10 08 AM '75  
RECEIVED  
FILES & COMMUNICATIONS  
DIVISION

F.B.I.  
U.S. DEPT. OF JUSTICE

[Faint, mostly illegible typed text]

[Faint, mostly illegible typed text]

[Faint, mostly illegible typed text]

[Faint, mostly illegible typed text]

Memo McDermott to Jenkins  
Re: "Do Not File" Memoranda  
Testimony Concerning

ACTION:

To permit preparation of testimony, each division head or that official acting for him should furnish to me by close of business Thursday, 10-23-75, a memorandum responsive to that inquiry. If the response is to be negative, a memorandum stating that there is not known to be maintained in that division any volume(s) of material labeled "Do Not File." This request is not to be confused with tickler retention practices.

Retain entire file  
in Sp. File Rm.  
per Mr. McDermott  
(see serial 2 also) 10/31/75  
43

*[Handwritten initials]*  
*[Handwritten signature]*  
*[Handwritten mark]*

UNITED STATES GOVERNMENT

# Memorandum

Assoc. Dir. \_\_\_\_\_  
Dep. AD Adm. \_\_\_\_\_  
Dep. AD Inv. \_\_\_\_\_  
Asst. Dir.:  
Admin. \_\_\_\_\_  
Comp. Syst. \_\_\_\_\_  
Ext. Affairs \_\_\_\_\_  
Files & Com. \_\_\_\_\_  
Gen. Inv. \_\_\_\_\_  
Ident. \_\_\_\_\_  
Inspection \_\_\_\_\_  
Intell. \_\_\_\_\_  
Laboratory \_\_\_\_\_  
Plan. & Eval. \_\_\_\_\_  
Spec. Inv. \_\_\_\_\_  
Training \_\_\_\_\_  
Legal Coun. \_\_\_\_\_  
Telephone Rm. \_\_\_\_\_  
Director Sec'y \_\_\_\_\_

TO : Mr. W. R. Wannall *WRW*  
FROM : H. E. Helgeson *HEH*  
SUBJECT: MATERIAL MAINTAINED IN  
FRONT OFFICE OF  
INTELLIGENCE DIVISION

DATE: 10/22/75

*DO NOT FILE Memoranda*

Enclosed are four bound volumes of communications.  
These volumes are captioned as follows:

1. ~~Technical Surveillance 'Y' Log File~~
2. ~~"Robert M. 61-7566"~~
3. "Blue Memoranda 7/6/40\* to July 31, 1943 DID"
4. "Blue and Pink Memoranda August 1, 1943  
thru April, 1946 DID"

These volumes contain both originals and copies of communications. The purpose for maintaining these in the Front Office of the Intelligence Division is not known. Miss Eva Borowick, a current employee of the Intelligence Division, has advised that in approximately 1957 she went to work as a Clerk in the Front Office of the Domestic Intelligence Division and these volumes were at that time maintained in the Front Office of that Division.

## ACTION:

Room.

These volumes should be filed in the Special-File \_\_\_\_\_

Encls. 4 *ENCL BEHIND FILE*  
1-Mr. Wannall  
1-Mr. McDermott  
HEH:enm  
(3)

\*Noted that first piece of mail in volume  
is dated 2-4-41

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE *3/29/83* BY *SP-4 ELL/omk*

57 OCT 31 1975

UNITED STATES GOVERNMENT

# Memorandum

TO : MR. MC DERMOTT

FROM : J. J. O'CONNELL

SUBJECT: **"DO NOT FILE" MEMORANDA  
TESTIMONY CONCERNING**

DATE: 10/22/75

Assoc. Dir. \_\_\_\_\_  
Dep. AD Adm. \_\_\_\_\_  
Dep. AD Inv. \_\_\_\_\_  
Asst. Dir.:  
Admin. \_\_\_\_\_  
Comp. Syst. \_\_\_\_\_  
Ext. Affairs \_\_\_\_\_  
Files & Com. \_\_\_\_\_  
Gen. Inv. \_\_\_\_\_  
Ident. \_\_\_\_\_  
Inspection \_\_\_\_\_  
Intell. \_\_\_\_\_  
Laboratory \_\_\_\_\_  
Legal Coun. \_\_\_\_\_  
Plan. & Eval. \_\_\_\_\_  
Spec. Inv. \_\_\_\_\_  
Training \_\_\_\_\_  
Telephone Rm. \_\_\_\_\_  
Director Sec'y \_\_\_\_\_

Reurmemorandum dated 10/22/75 captioned as above requesting that you be advised as to whether or not any volume (s) of material labeled "Do Not File" is maintained in the Associate Director's Office.

Please be advised there is not ~~maintained~~ maintained in the Associate Director's Office, which includes the offices of the two Deputy Associate Directors, any volumes of material labeled "Do Not File."

## ACTION:

For information.

JJO:lae(2)

REC-114

62-116758-3

5 OCT 30 1975

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/29/83 BY SP-4 ECU/omf

4-43



UNITED STATES GOVERNMENT

# Memorandum

TO : MR. J. J. MC DERMOTT *DMC/CS*

DATE: 10/22/75

FROM : A. J. DECKER, JR.

SUBJECT: "DO NOT FILE" MEMORANDA  
TESTIMONY CONCERNING

Assoc. Dir. \_\_\_\_\_  
Dep. AD Adm. \_\_\_\_\_  
Dep. AD Inv. \_\_\_\_\_  
Asst. Dir.:  
Admin. \_\_\_\_\_  
Comp. Syst. \_\_\_\_\_  
Ext. Affairs \_\_\_\_\_  
Files & Com. \_\_\_\_\_  
Gen. Inv. \_\_\_\_\_  
Ident. \_\_\_\_\_  
Inspection \_\_\_\_\_  
Intell. \_\_\_\_\_  
Laboratory \_\_\_\_\_  
Plan. & Eval. \_\_\_\_\_  
Spec. Inv. \_\_\_\_\_  
Training \_\_\_\_\_  
Legal Coun. \_\_\_\_\_  
Telephone Rm. \_\_\_\_\_  
Director Sec'y \_\_\_\_\_

Reurmemo to Mr. Jenkins captioned as above dated  
10/22/75.

There are no files or material in the Computer Systems  
Division labeled "Do Not File."

RECOMMENDATION: None. For information.

1 - Mr. Decker

*AM*  
AM:mb (2)

REC-114

62-116758-4

5 OCT 30 1975

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/29/83 BY SP-4 ECU/omk

*4-13*

UNITED STATES GOVERNMENT

*f*  
**Memorandum**

TO : MR. MC DERMOTT *gmcd/ap*

DATE: October 22, 1975

FROM : H. N. BASSETT *hnb*

SUBJECT: "DO NOT FILE" MEMORANDA  
TESTIMONY CONCERNING

Assoc. Dir. \_\_\_\_\_  
Dep. AD Adm. \_\_\_\_\_  
Dep. AD Inv. \_\_\_\_\_  
Asst. Dir.:  
Admin. \_\_\_\_\_  
Comp. Syst. \_\_\_\_\_  
Ext. Affairs \_\_\_\_\_  
Files & Com. \_\_\_\_\_  
Gen. Inv. \_\_\_\_\_  
Ident. \_\_\_\_\_  
Inspection \_\_\_\_\_  
Intell. \_\_\_\_\_  
Laboratory \_\_\_\_\_  
Legal Coun. \_\_\_\_\_  
Plan. & Eval. \_\_\_\_\_  
Spec. Inv. \_\_\_\_\_  
Training \_\_\_\_\_  
Telephone Rm. \_\_\_\_\_  
Director Sec'y \_\_\_\_\_

Reference your memorandum of 10/22/75 to Mr. Jenkins.  
This is to advise that there is not known to be maintained in the  
Inspection Division any volume of material labeled "Do Not File."

RECOMMENDATION

Refer to Assistant Director McDermott.

HNB:bhg  
(2)

HR

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62-116758-5

5 OCT 30 1975

*4-43*

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 3/29/83 BY SP-4 ECU/omh

70 OCT 3 119/5

UNITED STATES GOVERNMENT

# Memorandum

TO : MR. CLEVELAND

DATE: October 22, 1975

FROM : F. C. FEHL

SUBJECT: "DO NOT FILE" MEMORANDA  
TESTIMONY CONCERNING

Assoc. Dir. \_\_\_\_\_  
Dep. AD Adm. \_\_\_\_\_  
Dep. AD Inv. \_\_\_\_\_  
Asst. Dir.:  
Admin. \_\_\_\_\_  
Comp. Syst. \_\_\_\_\_  
Ext. Affairs \_\_\_\_\_  
Files & Com. \_\_\_\_\_  
Gen. Inv. \_\_\_\_\_  
Ident. \_\_\_\_\_  
Inspection \_\_\_\_\_  
Intell. \_\_\_\_\_  
Laboratory \_\_\_\_\_  
Legal Coun. \_\_\_\_\_  
Plan. & Eval. \_\_\_\_\_  
Spec. Inv. \_\_\_\_\_  
Training \_\_\_\_\_  
Telephone Rm. \_\_\_\_\_  
Director Sec'y \_\_\_\_\_

Re memorandum J. J. McDermott to Mr. Jenkins  
dated 10/22/75.

This is to advise that there is not known to be  
maintained in the Special Investigative Division any volume of  
material labeled "Do No File."

- 1 - Mr. McDermott
- 1 - Mr. Cleveland

FCF:dlb

-3-

REC-114

62-116758-6

5 OCT 30 1975

79 OCT 31 1975

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/29/83 BY SP4 GAW/omk



UNITED STATES GOVERNMENT

# Memorandum

TO : Mr. Jenkins *TJ*

FROM : W. M. Mooney *WM*

SUBJECT: "DO NOT FILE" MEMORANDA  
TESTIMONY CONCERNING

DATE: 10/22/75

Assoc. Dir. \_\_\_\_\_  
Dep. AD Adm. \_\_\_\_\_  
Dep. AD Inv. \_\_\_\_\_  
Asst. Dir.:  
Admin. \_\_\_\_\_  
Comp. Syst. \_\_\_\_\_  
Ext. Affairs \_\_\_\_\_  
Files & Com. \_\_\_\_\_  
Gen. Inv. \_\_\_\_\_  
Ident. \_\_\_\_\_  
Inspection \_\_\_\_\_  
Intell. \_\_\_\_\_  
Laboratory \_\_\_\_\_  
Plan. & Eval. \_\_\_\_\_  
Spec. Inv. \_\_\_\_\_  
Training \_\_\_\_\_  
Legal Coun. \_\_\_\_\_  
Telephone Rm. \_\_\_\_\_  
Director Sec'y \_\_\_\_\_

Reference is made to Mr. McDermott's memorandum to you dated 10/22/75, captioned as above.

The Training Division does not now have nor, in the memory of those who have been assigned in the Division for at least thirteen years, has it ever had or utilized a "do not file" memorandum or filing system.

## ACTION:

For information.

TJB:hc  
(7) *hc*

1-Mr. Callahan  
1-Mr. Jenkins  
1-Mr. Adams  
1-Mr. Mooney  
1-Mr. McDermott  
1-Mr. Brownfield

*Sent  
direct*

REC-114

*62-116758-7*

5 OCT 30 1975

79 OCT 31 1975

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE *3/29/83* BY *SP-4 ELW/omk*

UNITED STATES GOVERNMENT

# Memorandum

TO : Mr. Jenkins

DATE: 10/23/75

FROM : J. Cochran, Jr.

SUBJECT: "DO NOT FILE" MEMORANDA  
TESTIMONY CONCERNING

Assoc. Dir. \_\_\_\_\_  
Dep. AD Adm. \_\_\_\_\_  
Dep. AD Inv. \_\_\_\_\_  
Asst. Dir.:  
Admin. \_\_\_\_\_  
Comp. Syst. \_\_\_\_\_  
Ext. Affairs \_\_\_\_\_  
Files & Com. \_\_\_\_\_  
Gen. Inv. \_\_\_\_\_  
Ident. \_\_\_\_\_  
Inspection \_\_\_\_\_  
Intell. \_\_\_\_\_  
Laboratory \_\_\_\_\_  
Plan. & Eval. \_\_\_\_\_  
Spec. Inv. \_\_\_\_\_  
Training \_\_\_\_\_  
Legal Coun. \_\_\_\_\_  
Telephone Rm. \_\_\_\_\_  
Director Sec'y \_\_\_\_\_

Reference is made to Mr. McDermott memorandum to you dated 10/22/75, captioned as above, requesting information as to whether or not any of the FBIHQ Divisions maintain any "Do Not File" files.

As a result of inquiry among the Sections of the Laboratory Division, this is to certify that there is no "Do Not File" file maintained in this Division.

## ACTION:

For referral to Mr. McDermott.

*[Handwritten signature]*

HR

REC-114

62-116758-8

5 OCT 30 1975

1 - Mr. Cochran

JC:bms  
(2)

4-43

57 OCT 31 1975

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 3/29/81 BY SP4ELW/ONH

UNITED STATES GOVERNMENT

# Memorandum

TO : Mr. J. B. Adams

FROM : Legal Counsel

SUBJECT: "DO NOT FILE" MEMORANDA

DATE: 10/23/75

Re McDermott to Jenkins memo, 10/22/75.

Assoc. Dir. \_\_\_\_\_  
Dep. AD Adm. \_\_\_\_\_  
Dep. AD Inv. \_\_\_\_\_  
Asst. Dir.: \_\_\_\_\_  
Admin. \_\_\_\_\_  
Comp. Syst. \_\_\_\_\_  
Ext. Affairs \_\_\_\_\_  
Files & Com. \_\_\_\_\_  
Gen. Inv. \_\_\_\_\_  
Ident. \_\_\_\_\_  
Inspection \_\_\_\_\_  
Intell. \_\_\_\_\_  
Laboratory \_\_\_\_\_  
Legal Coun. \_\_\_\_\_  
Plan. & Eval. \_\_\_\_\_  
Spec. Inv. \_\_\_\_\_  
Training \_\_\_\_\_  
Telephone Rm. \_\_\_\_\_  
Director Sec'y \_\_\_\_\_

The Legal Counsel Division does not maintain any "Do Not File" material at the present time, nor have we done so in the past.

HR

REC-114

62-116758-9

5 OCT 30 1975

- 1 - Mr. McDermott
- 1 - Mr. Mintz
- 1 - Mr. Farrington

JCF:mtm  
(4)

79 OCT 31 1975

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 3/29/83 BY SP4ECW/ond

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan



UNITED STATES GOVERNMENT

# Memorandum

TO : MR. MC DERMOTT *J. J. McDermott*

FROM : H. E. HOXIE *H. E. Hoxie*

SUBJECT: *O* "DO NOT FILE" MEMORANDA  
TESTIMONY CONCERNING

DATE: 10/23/75

Assoc. Dir. \_\_\_\_\_  
Dep. AD Adm. \_\_\_\_\_  
Dep. AD Inv. \_\_\_\_\_  
Asst. Dir.: \_\_\_\_\_  
Admin. \_\_\_\_\_  
Comp. Syst. \_\_\_\_\_  
Ext. Affairs \_\_\_\_\_  
Files & Com. \_\_\_\_\_  
Gen. Inv. \_\_\_\_\_  
Ident. \_\_\_\_\_  
Inspection \_\_\_\_\_  
Intell. \_\_\_\_\_  
Laboratory \_\_\_\_\_  
Legal Coun. \_\_\_\_\_  
Plan. & Eval. \_\_\_\_\_  
Spec. Inv. \_\_\_\_\_  
Training \_\_\_\_\_  
Telephone Rm. \_\_\_\_\_  
Director Sec'y \_\_\_\_\_

Re memo J. J. McDermott to Mr. Jenkins, dated  
10/22/75, captioned as above.

There is not known to be maintained in the Office of  
Planning and Evaluation any volume(s) of material labeled "Do Not  
File."

1 - Mr. McDermott  
1 - Mr. Hoxie

RCS/imt (3)

REC-114

*HR*  
62-116758-10

5 OCT 30 1975

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 3/29/83 BY SP-4 ECU/omh



OCT 31 1975

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

UNITED STATES GOVERNMENT

# Memorandum

TO : MR. JENKINS

DATE: 10/23/75

FROM : D.W. MOORE, JR.

SUBJECT: "DO NOT FILE" MEMORANDA  
TESTIMONY CONCERNING

Assoc. Dir. \_\_\_\_\_  
Dep. AD Adm. \_\_\_\_\_  
Dep. AD Inv. \_\_\_\_\_  
Asst. Dir. \_\_\_\_\_  
Admin. \_\_\_\_\_  
Comp. Syst. \_\_\_\_\_  
Files & Com. \_\_\_\_\_  
Gen. Inv. \_\_\_\_\_  
Ident. \_\_\_\_\_  
Inspection \_\_\_\_\_  
Intell. \_\_\_\_\_  
Laboratory \_\_\_\_\_  
Legal Coun. \_\_\_\_\_  
Plan. & Eval. \_\_\_\_\_  
Spec. Inv. \_\_\_\_\_  
Training \_\_\_\_\_  
Telephone Rm. \_\_\_\_\_  
Director Sec'y \_\_\_\_\_

Re McDermott to Mr. Jenkins memo dated 10/22/75, this is to advise that the External Affairs Division does not maintain any volumes of material labeled "Do Not File."

It is pointed out, however, that certain routine mail received in the Correspondence and Tours Section is not placed in regular Bureau files and is destroyed after appropriate handling. This procedure is described in full as follows:

"Acknowledgements of letters requesting routine tours are prepared without abstract or yellow file copy and the incoming is maintained in the Tour Unit for 45 days. Likewise, the tickler and incoming original of incoming general correspondence are maintained in a separate tickler section for a period of 90 days after which they are destroyed."

Above is not carried in a file labeled "Do Not File;" however, information is furnished only to give you the benefit of the handling of this particular type of material in accordance with good records management.

## RECOMMENDATION:

For information.

1 - Mr. Moore

DWM:jo  
(3)

REC-114

62-116758-11

5 OCT 30 1975

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 2/29/83 BY SP-4RUC/omk

57 OCT 31 1975

UNITED STATES GOVERNMENT

# Memorandum

TO : MR. ASH *ASH*

DATE: 10-24-75 *JD*

FROM : F. B. Stin *FBS*

SUBJECT: "DO NOT FILE" MEMORANDA  
TESTIMONY CONCERNING

Assoc. Dir. \_\_\_\_\_  
Dep. AD Adm. \_\_\_\_\_  
Dep. AD Inv. \_\_\_\_\_  
Asst. Dir.:  
Admin. \_\_\_\_\_  
Comp. Sys. \_\_\_\_\_  
Ext. Affairs \_\_\_\_\_  
Files & Com. \_\_\_\_\_  
Gen. Inv. \_\_\_\_\_  
Ident. \_\_\_\_\_  
Inspection \_\_\_\_\_  
Intell. \_\_\_\_\_  
Laboratory \_\_\_\_\_  
Legal Coun. \_\_\_\_\_  
Plan. & Eval. \_\_\_\_\_  
Spec. Inv. \_\_\_\_\_  
Training \_\_\_\_\_  
Telephone Rm. \_\_\_\_\_  
Director Sec'y \_\_\_\_\_

In response to Mr. McDermott's memorandum dated 10-22-75, captioned as above, this is to advise that there is not known to be maintained in the Identification Division any volume of material labeled "Do Not File."

## RECOMMENDATION:

That this memorandum be furnished to Mr. McDermott

1 - Mr. McDermott

FBS:vtt  
(3)

REC-114

62-116758-12

5 OCT 30 1975

*4-13*

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 3/29/83 BY SP-4 EWW/omh

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan



5706-3 1 1975

UNITED STATES GOVERNMENT

# Memorandum

Assoc. Dir. \_\_\_\_\_  
Dep. AD Adm. \_\_\_\_\_  
Dep. AD Inv. \_\_\_\_\_  
Asst. Dir. \_\_\_\_\_  
Admin. \_\_\_\_\_  
Comp. Syst. \_\_\_\_\_  
Ext. Affairs \_\_\_\_\_  
Files & Com. \_\_\_\_\_  
Gen. Inv. \_\_\_\_\_  
Ident. \_\_\_\_\_  
Inspection \_\_\_\_\_  
Intell. \_\_\_\_\_  
Laboratory \_\_\_\_\_  
Plan. & Eval. \_\_\_\_\_  
Spec. Inv. \_\_\_\_\_  
Training \_\_\_\_\_  
Legal Coun. \_\_\_\_\_  
Telephone Rm. \_\_\_\_\_  
Director Sec'y \_\_\_\_\_

TO : Mr. McDermott

DATE: 11/3/75

FROM : W. L. Bailey

SUBJECT:

"DO NOT FILE" MEMORANDA,  
BLUE MEMORANDA,  
PINK MEMORANDA, AND  
"MEMORANDA FOR THE FILE"  
BUFILE 62-116758

An extensive review of files was recently conducted to search for background on any type of memoranda that were not to be filed. A xerox copy of all file references reviewed concerning captioned types of memoranda was made for future reference and are enclosed in attached envelope.

Briefly, the Bureau used a blue memorandum (xerox sample attached) as an ~~informative~~ memorandum not to be filed from 4/11/40 (per 66-3665-544) until 11/9/44 (per 66-3665-1534). A pink memorandum (xerox sample attached) was used as an ~~administrative~~ memorandum for administrative purposes and not to be filed from 11/15/41 (per 66-3665-759 and 66-02-674X13) until 1/30/43 (per 66-3665-1072) and then again from 11/9/44 (per 66-3665-1534) until sometime prior to 2/20/50 (per 66-3415-72, which deleted pink memorandum instructions from the Supervisor's Manual on 2/20/50). The blue memorandum was discontinued as an informative memorandum in 1944 because the Bureau of the Budget issued instructions that inter-Departmental communications should be on the blue memorandum form.

## RECOMMENDATION:

That the attached envelope containing xerox copies mentioned above be filed for future reference as an enclosure behind file to 62-116758.

Enclosures

1 - Bufile 62-116758

LWB:smg  
(5)

3-ENCLOSURE

ENCL BEHIND FILE

This copy  
included  
in enclosure  
envelope.

15 NOV 5 1975

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 3/29/83 BY SP4ELW/omh

84 NOV 6 1975

LBN:RC

## FEDERAL BUREAU OF INVESTIGATION

DATE January 24, 1944

Mr. Tolson \_\_\_\_\_  
 Mr. E. A. Tamm \_\_\_\_\_  
 Mr. Clegg \_\_\_\_\_  
 Mr. Coffey \_\_\_\_\_  
 Mr. Glavin \_\_\_\_\_  
 Mr. Ladd \_\_\_\_\_  
 Mr. Nichols \_\_\_\_\_  
 Mr. Rosen \_\_\_\_\_  
 Mr. Tracy \_\_\_\_\_  
 Mr. Carson \_\_\_\_\_  
 Mr. Harbo \_\_\_\_\_  
 Mr. Hendon \_\_\_\_\_  
 Mr. McGuire \_\_\_\_\_  
 Mr. Mumford \_\_\_\_\_  
 Mr. Piper \_\_\_\_\_  
 Mr. Quinn Tamm \_\_\_\_\_  
 Tele. Room \_\_\_\_\_  
 Mr. Nease \_\_\_\_\_  
 Miss Beahm \_\_\_\_\_  
 Miss Gandy \_\_\_\_\_

SAMPLE  
BLUE

Enclosure to memorandum  
 W. L. Bailey to Mr. McDermott  
 dated 11/3/75, LWB: smg ENCLOSURE

62-116758-13



Mr. Tolson \_\_\_\_\_  
 Mr. E. A. Tamm \_\_\_\_\_  
 Mr. Clegg \_\_\_\_\_  
 Mr. Glavin \_\_\_\_\_  
 Mr. Ladd \_\_\_\_\_  
 Mr. Nichols \_\_\_\_\_  
 Mr. Rosen \_\_\_\_\_  
 Mr. Tracy \_\_\_\_\_  
 Mr. Carson \_\_\_\_\_  
 Mr. Coffey \_\_\_\_\_  
 Mr. Hendon \_\_\_\_\_  
 Mr. Holloman \_\_\_\_\_  
 Mr. McGuire \_\_\_\_\_  
 Mr. Quinn Tamm \_\_\_\_\_  
 Mr. Harbo \_\_\_\_\_  
 Tele. Room \_\_\_\_\_  
 Mr. Nease \_\_\_\_\_  
 Miss Beahm \_\_\_\_\_  
 Miss Gandy ☒ \_\_\_\_\_

CHC:LL

November 3, 1942

SAMPLE  
PINK

Enclosure to memorandum  
 W. L. Bailey to Mr. McDermott  
 dated 11/3/45, LWB:smg

62-116758-13  
ENCLOSURE

THIS MEMORANDUM IS FOR ADMINISTRATIVE PURPOSES  
 TO BE DESTROYED AFTER ACTION IS TAKEN, AND NOT SENT TO FILES

UNITED STATES GOVERNMENT

# Memorandum

TO : Mr. McDermott

FROM : E. W. Walsh

SUBJECT: "DO NOT FILE" MEMORANDA  
TESTIMONY CONCERNING

DATE: 10/24/75

Assoc. Dir. \_\_\_\_\_  
Dep. AD Adm. \_\_\_\_\_  
Dep. AD Inv. \_\_\_\_\_  
Asst. Dir. \_\_\_\_\_  
Admin. \_\_\_\_\_  
Comp. Syst. \_\_\_\_\_  
Ext. Affairs \_\_\_\_\_  
Files & Com. \_\_\_\_\_  
Gen. Inv. \_\_\_\_\_  
Ident. \_\_\_\_\_  
Inspection \_\_\_\_\_  
Intell. \_\_\_\_\_  
Laboratory \_\_\_\_\_  
Legal Coun. \_\_\_\_\_  
Plan. & Eval. \_\_\_\_\_  
Spec. Inv. \_\_\_\_\_  
Training \_\_\_\_\_  
Telephone Rm. \_\_\_\_\_  
Director Sec'y \_\_\_\_\_

Reference memorandum J. J. McDermott to Mr. Jenkins  
10/22/75.

The Budget and Accounting Section of the Administrative Division maintains a folder containing memoranda captioned "Delinquency Report for Headquarters Divisions." These folders are currently maintained in Room 6040 of the J. Edgar Hoover FBI Building. This file contains data concerning FBI Headquarters' work loads and delinquency by Headquarters divisions. All of the personnel of the Budget and Accounting Section, 16 clerical and 11 Agent personnel, have access to these memoranda. The statistics are compiled in report form by division for dissemination to high ranking Bureau officials in order that they may accurately assess the work load in each of the Headquarters divisions.

With the above exception, a canvass of each section and unit of the Administrative Division reveals that there is not known to be maintained in this Division any other volume(s) of material labeled "Do Not File."

- 1 - Mr. Jenkins
- 1 - Mr. Adams
- 1 - Mr. Callahan

EX-112

REC-45

62-116758-14

15 NOV 19 1975

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 3/29/83 BY SP4ELW/omb

84 NOV 26 1975

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan



UNITED STATES GOVERNMENT

# Memorandum

TO : Mr. Gallagher *JEO*

FROM : J. E. O'Connell *JEO*

SUBJECT: "DO NOT FILE" MEMORANDA  
TESTIMONY CONCERNING

DATE: November 17, 1975

1 - Mr. Gallagher  
1 - Mr. O'Connell  
1 - Mr. McDermott

Assoc. Dir. \_\_\_\_\_  
Dep. AD Adm. \_\_\_\_\_  
Dep. AD Inv. \_\_\_\_\_  
Asst. Dir.: \_\_\_\_\_  
Admin. \_\_\_\_\_  
Comp. Syst. \_\_\_\_\_  
Ext. Affairs \_\_\_\_\_  
Files & Com. \_\_\_\_\_  
Gen. Inv. \_\_\_\_\_  
Ident. \_\_\_\_\_  
Inspection \_\_\_\_\_  
Intell. \_\_\_\_\_  
Laboratory \_\_\_\_\_  
Plan. & Eval. \_\_\_\_\_  
Spec. Inv. \_\_\_\_\_  
Training \_\_\_\_\_  
Legal Coun. \_\_\_\_\_  
Telephone Rm. \_\_\_\_\_  
Director Sec'y \_\_\_\_\_

Reference is made to the memorandum of J. J. McDermott to Mr. Jenkins, dated October 22, 1975, captioned as above.

While the General Investigative Division does maintain "Do Not File" memoranda on various administrative ticklers dealing with current problems within the Division, they are not maintained on a regular or permanent basis; and in the strict content of the memorandum referred to above, the General Investigative Division does not maintain "Do Not File" memoranda.

JEO'C:jyl  
(4)

EX-112

REC-45

62-116758/5

15 NOV 19 1975

72 DEC 1 1975  
103 15 3 12 PM '75

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 3/29/83 BY SP-6ELW/omb

84 NOV 24 1975

UNITED STATES GOVERNMENT

# Memorandum

TO : Mr. W. R. Wannall

FROM : F. J. Cassidy

SUBJECT: "DO NOT FILE" MEMORANDA  
TESTIMONY CONCERNING

1 - Mr. J. J. McDermott  
1 - Mr. W. R. Wannall  
1 - Mr. F. J. Cassidy

DATE: 10/23/75

1 - Mr. A. F. Watters

Assoc. Dir. \_\_\_\_\_  
Dep. AD Adm. \_\_\_\_\_  
Dep. AD Inv. \_\_\_\_\_  
Asst. Dir.: \_\_\_\_\_  
Admin. \_\_\_\_\_  
Comp. Syst. \_\_\_\_\_  
Ext. Affairs \_\_\_\_\_  
Files & Com. \_\_\_\_\_  
Gen. Inv. \_\_\_\_\_  
Ident. \_\_\_\_\_  
Inspection \_\_\_\_\_  
Intell. \_\_\_\_\_  
Laboratory \_\_\_\_\_  
Legal Coun. \_\_\_\_\_  
Plan. & Eval. \_\_\_\_\_  
Spec. Inv. \_\_\_\_\_  
Training \_\_\_\_\_  
Telephone Rm. \_\_\_\_\_  
Director Sec'y \_\_\_\_\_

Reference memorandum Mr. J. J. McDermott to Mr. Jenkins dated 10/22/75, captioned as above, concerning inquiry from Congresswoman Bella S. Abzug pertaining to files labeled "Do Not File" maintained by the FBI. The following material pertinent to the Congresswoman's inquiry has been maintained in the past in connection with matters administered by Intelligence Division (INTD):

1. One bound volume entitled "Technical Surveillances - 'Y', Log File," consisting of material dated from 3/25/42-4/18/46. This file contains results from three electronic surveillances, together with relevant administrative memoranda concerning investigation of individuals who were the subjects of a national security investigation during World War II, based upon information indicating that they may have been involved in a contemplated overthrow of the United States Government by right wing interests.

2. One bound volume, untitled, consisting of material dated from 5/10/41-8/26/44 relating to the security and trustworthiness of an individual who was then acting as a confidential source of reports relating to U. S. defense and foreign policy.

REC-115

3. Two bound volumes entitled, respectively, "Blue Memoranda, 7/6/40 to 7/31/43" and "Blue and Pink Memoranda, 8/1/43 to 4/19/46." The two volumes contain miscellaneous informative and summary-type memoranda concerning war-related developments, including a briefing on the progress of the war, cooperation with the military and other U. S. agencies, important investigative developments, and internal administrative problems.

AFW:lfj/tj  
(5)

CONTINUED - OVER

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 3/29/83 BY SP4ELW/omd

56 NOV 22 1978

Memorandum to Mr. W. R. Wannall  
Re: "Do Not File" Memoranda  
Testimony Concerning

The material described above is maintained in the Special File Room of the Files and Communications Division at FBI Headquarters. Access to material maintained in the Special File Room is controlled by the Special Agent supervisor in charge of this facility and granted on a need-to-know basis to appropriate FBIHQ Special Agent supervisory personnel. In the past these materials were maintained in the offices of the Assistant Director of the Division now designated as the INTD who controlled access.

We are unable to identify all individuals who may have had access to or distribution from these records over the years, since we have not utilized an audit mechanism suitable for the preparation of such a list.

ACTION:

None. For the information of the Files and Communications Division.

*aw*

*lwx*

*(WRW)  
Hef*

Mr. Finkel

8/19/81

E. E. Scherzer

**DO NOT FILE MEMORANDA**

**EXCESSIVE RECORDING AND MOVING  
FIELD OFFICE AND LEGAT FILES  
CENTRAL SYSTEM OF RECORDS**

Reference is made to airtel to all SACs and Legats dated 8/9/80 captioned as above.

**PURPOSE:** To advise of the location in FBIHQ files of field office and Legat responses to reburial.

**RECOMMENDATION:** For information.

**DETAILS:** FBIHQ reiterated FBI policy that all field office investigative activity must be seen as a matter of record and integrated into field office files. FBIHQ applied on the instructions set forth in Memorandum to All Special Agents in Charge 30-76 and instructed the field to confirm that the instructions of Memorandum to All Special Agents in Charge 30-76 had been complied with. The field responded to reburial and the responses were filed in Bufile 66-16263. The follow of reburial is filed in 66-16263-2588. Field and Legat responses to reburial are located in the following Serials of Bufile 66-16263:

Serial	Office	Serial	Office
2647	Philadelphia	2647	Phoenix City
2648	Salt Lake	2648	Pittsburgh
2649	Phoenix	2649	San Juan
2650	Baltimore	2650	San Antonio
2651	Boston	2651	Sacramento

66-16263  
1 - 62-117064  
1 - 62-117146  
① - 62-118732  
1 - Mr. Finkel  
1 - Mr. Braden  
1 - Mr. Anderson  
1 - Mr. Dean  
1 - Mr. Mohr  
1 - Mr. Scherzer  
Patterson (10)

62-116758-  
NOT RECORDED  
136 OCT 5 1981

CONTINUED OVER

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 3/29/83 BY SP-TEW/omk/Haw

97 OCT 5 1981

Memorandum R. W. Scharrer to Mr. Finzel  
 RE: DOCUMENTS EXISTING AND INDEXING  
 FIELD OFFICE AND LEGAL FILES  
 GENERAL STATUS OF RECORDS

<u>Serial</u>	<u>Office</u>	<u>Serial</u>	<u>Office</u>
2025	Albany	2027	Buffalo
2026	Albuquerque	2028	Alexandria
2029	Baltimore	2029	Pittsburgh
2030	St. Louis	2030	San Diego
2031	New Orleans	2031	Atlanta
2032	Anchorage	2032	Long Beach
2033	Legat Bonn	2033	Legat Tokyo
2034	Legat Bern	2034	Legat Buenos Aires
2035	Legat Hong Kong	2035	Legat London
2036	Legat Paris	2036	Niagara
2037	Columbia	2037	Butte
2038	Spokane	2038	Mobile
2039	Minneapolis	2039	Portland
2040	Charlottesville	2040	Springfield
2041	Indianapolis	2041	Jackson
2042	El Paso	2042	Denver
2043	Galveston	2043	Little Rock
2044	Los Angeles	2044	San Antonio
2045	San Jose	2045	Detroit
2046	Las Vegas	2046	Seattle
2047	Minneapolis	2047	Tampa
2048	Louisville	2048	Cleveland
2049	WFO	2049	Legat Mexico City
2050	New York	2050	New Haven
2051	Cincinnati	2051	Chicago
2052	San Diego	2052	Highland
2053	Memphis		

Unrecorded between 2077 & 2078 Portland  
 Unrecorded between 2379 & 2377 Omaha

The above information is submitted in order to  
 facilitate reference and research in this matter.



307  
AIRTEL

4/9/80

To: ALL SACs and LEGATS

From: Director, FBI

DOCUMENT RECORDING AND INDEXING  
FIELD OFFICE AND LEGAT FILES  
CENTRAL SYSTEM OF RECORDS  
BUDED: 5/9/80

*DO NOT FILE MEMORANDA*

SAC Memorandum 30-76, dated 7/13/76, sets forth the Bureau policy and regulations requiring that all field office investigative activity must be made a matter of record and integrated into the field office files. The following is set forth as a reminder and in amplification of the instructions in SAC Memorandum 30-76.

Demands are continually being made upon the Bureau to produce FBI documents through Freedom of Information/Privacy Act requests and discovery orders in civil litigation and subpoena matters. Issues are sometimes raised regarding the production of documents originally designated as "Do Not File" documents and/or documents relating to surreptitious entries. In these instances, it has been necessary to hand search files or folders which contain such documents in unrecorded and unindexed form. Explanations have been required from the FBI as to why such documents continue to be maintained in this status. Failure to comply with these court orders could result in contempt of court citations being issued against FBI officials. In such situations, the court may also elect to impose sanctions against the FBI when the Bureau is a party in civil litigation matters.

In order that the Bureau may meet such discovery demands and at the same time protect privileged or highly sensitive material contained in official documents, it is incumbent that the credibility of the Bureau not be diminished. Compliance with existing regulations regarding the recording

- 1 - Mr. Boynton
- 1 - Mr. Bruemmer
- 1 - Mr. Steel
- 1 - Mr. Colwell
- 1 - Mr. Joseph
- 1 - Miss Devine
- 1 - Each Assistant Director

- 1 - Mr. Andrews
- 1 - Mr. Bresson
- 1 - Mr. Dean
- 1 - Mr. Vornberger
- 1 - (62-117964)
- 1 - (62-117166)
- ① - (62-116758)

62-116758-  
**NOT RECORDED**  
33 MAY 1 1980

TEV:dap

SEE NOTE PAGE TWO

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 3/29/83 BY SP-4 RLL/and

68 MAY 16 1980



**Airtel to All SACs and Legats**  
**Re: Document Recording and Indexing**  
**Field Office and Legal Files**  
**Central System of Records**

and indexing of documents is necessary, and each office should insure all documents are recorded and indexed.

For purposes of uniformity and clarification of instructions in SAC Memorandum 30-76, if not already done, any file, folder, or collection of documents, specifically, but not limited to, any such folders maintained in the SAC's safe or Confidential File Room, should be assigned an appropriate file number(s). The individual documents should be serialized, and the subject matter of each should be appropriately indexed affording retrievability of documents as defined under the FBI Central Records System published in the Federal Register.

The instructions set forth above, as well as those in SAC Memorandum 30-76, are to be applied to all documents investigative in nature and those administrative in nature except where the Manual of Administrative Operations and Procedures (MAOP) provides for exemption from indexing and serializing administrative documents.

This matter should be handled expeditiously and FBIHQ advised by close of business 5/9/80 of compliance with above instructions. Your reply should be designated "Attention: Records System Section, Records Management Division."

**NOTE:** In the past, surveys and administrative inquiry investigations have been conducted concerning the location and identification of documents, including those considered to be "Do Not File" type of documents. Searches conducted in connection with civil discovery matters have revealed such documents have been transferred or incorporated by reference in the Central Records System. In some instances, the individual subject matter of these documents has not been indexed, and in several civil discovery and subpoena matter requests such as National Lawyers Guild, et al., v. Attorney General of the U.S. et al.; U.S.D.C., S.D.N.Y., and Alan McSurely, et al., v. Herbert McAdams, U.S.D.C., D.D.C., the FBI has had to hand search such unindexed material. SAC Memorandum 30-76 sets forth general instructions regarding recording and indexing of such material. Because of the demands made upon the Bureau in civil discovery and subpoena matters, the indexing of such documents should be uniform.